



DEPARTMENT OF EDUCATION

P.O. Box 83720
BOISE, IDAHO 83720-0027

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STATE SUPERINTENDENT
PUBLIC INSTRUCTION

Division of School Transportation 208-332-6851

INSTRUCTIONS FOR COMPLETING IDAHO STUDENT TRANSPORTATION REIMBURSEMENT CLAIM FORM 2005-2006 SCHOOL YEAR

This transportation report is designed to accommodate five methods of reporting costs of the student transportation system for reimbursement purposes. All districts (Contracted, District Owned, and Home-Based Public Virtual Schools) must complete Schedule C, including mileage information on lines 34 through 43 where applicable.

- **District-Owned Schedule A** is for districts reporting all approved operational costs, excluding administrative.
- **District-Owned Schedule B** is for districts reporting limited approved operational costs, including a 7.5% administrative allowance.
- **Contracted Schedule C** is for districts contracting pupil transportation. Schedule A operational costs shall be reported for pre-approved district operational costs in excess of contract costs. Salary and benefits for liaison personnel (one person only) should be reported on Schedule A.
- **Combination Schedule A** is for districts with combination contracted and district-owned operations.
- **Home-Based Public Virtual School Schedule V** is for home-based public virtual schools costs of providing educational services to students, per IC 33-1002 and 33-1006. To be eligible, such a school shall have at least one average daily attendance divisor, pursuant to section 33-1002, Idaho Code, that is greater than the median divisor shown for any category of pupils, among the actual divisors listed.

ALL SHADED COLUMNS ARE FOR S.D.E USE ONLY – MAKE NO ENTRY

EXPENDITURE REPORT (Schedule A, B, or V)

SALARIES -

- Line 1. **Bus Drivers** - Salaries paid to all bus drivers who drive "yellow school buses" for both reimbursable and non-reimbursable miles. All salaries paid to bus drivers while attending SDE approved "yellow school bus" driver training sessions should be included.
- Line 2. **Bus Assistants** - Salaries paid to bus assistants. Bus assistants not assigned consequent to an IEP requirement should not be included.
- Line 3. **Bus Technicians/Mechanics** - Salaries paid to school bus technicians (mechanics). Time spent working on vehicles other than "yellow school buses" or other non-conforming pupil transportation vehicles does not qualify. Districts should prorate technician's time between programs. Time spent on over-the-road coach buses or student vans is non-reimbursable.
- Line 4. **Transportation Supervisor** - Salary paid to the designated transportation supervisor for supervisory duties directly related to the pupil transportation operation. Superintendent, assistant superintendent, business manager, payroll personnel, building maintenance supervisor, and principal salaries do not qualify. Transportation supervisors with other pupil transportation responsibilities (route driver, technician, driver trainer, etc.) should report their salary accordingly (split between responsibilities).

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650 West State Street

Telephone
208-332-6800

Speech/Hearing Impaired
1-800-377-3529

FAX
208-334-2228

- Line 5. **Driver Trainers/Other Program Coordinators** - Salaries paid to driver trainers and other program coordinators.
- Line 6. **Dispatcher/Secretary** - Salary paid to dispatcher, transportation secretary, transportation record keeper, etc. (may be full-time or part-time).
- Line 7. **Other Program Staff** - Salary paid to persons responsible for the cleaning, washing, and moving of "yellow school buses." These costs must be clearly identified as transportation related. Crossing guard and loading/unloading area monitor salaries do not qualify.
- NOTE:** *Personnel who divide their responsibilities between the different job classifications listed above should have their salaries prorated and posted accordingly. No individual shall exceed FTE of all funding sources (IBEDS).*

BENEFITS -

- Line 8. **Life Insurance** - Premiums paid for life insurance to cover employees listed on Lines 1-7.
- Line 9. **Health Insurance** - Premiums paid for health insurance to cover employees listed on Lines 1-7.
- Line 10. **Physical Examinations and Drug Screening** - Costs for physical examinations and drug/alcohol testing for employees on Lines 1-7. Fingerprinting and criminal background checks are non-reimbursable costs. (33-130, Idaho Code)
- Line 11. **Workers' Compensation** - Premiums paid Workers Compensation for employees listed on Lines 1-7. Amount claimed should reflect all Workers Compensation credits.
- Line 12. **FICA** - Employer's portion of FICA costs for employees listed on Lines 1-7.
- Line 13. **PERSI** - Employer's portion of PERSI contribution for employees listed on Lines 1-7.
- Line 14. **PERSI Sick Leave** – *Include any sick-leave benefit costs on line 14.*
- Line 15. **Other** - Any other costs the district incurs subsequent to negotiated benefits for employees listed on Lines 1-7. Other employee incentives (early retirement, bonus payments, awards, personal mileage, etc.) are non-reimbursable costs.
- NOTE:** *All benefits are directly related to pupil transportation program salaries. Any prorated personnel salaries on Lines 1-7 should trigger proration of all related benefits. No benefit amounts should be claimed on personnel whose salaries (or prorated salaries) are not reflected in Lines 1-7.*

PURCHASED SERVICES -

- Line 16. **Pre-approved Leased and Chartered School Buses** - Costs for leasing "yellow school buses." Leasing "yellow school buses" on a short-term, emergency basis must receive prior SDE approval. (Not to be confused with lease-purchase or contracting service)
- Line 17. **Short-term Equipment Rental** - Costs of renting equipment for use in pupil transportation for short-term, emergency basis. Must receive prior SDE approval. Renting non-conforming vehicles (vans, charter buses, etc.) are non-reimbursable expenses. Renting equipment for use in upgrading, maintaining, or making repairs to garage facilities or grounds are non-reimbursable expenses.
- Line 18. **Contracted Repairs and Maintenance** - Costs of contracting (out-sourcing) repairs and/or maintenance related to or on "yellow school buses" (district personnel do not perform the work).

- Line 19. **Utilities in Bus Garage** - Utility costs for the transportation facility (electricity, garbage, telephone, water, etc.). Telephone equipment is not reimbursable. Transportation facilities shared by other programs should have utility costs prorated and reported accordingly. Costs for two-way radio repeater service and limited cell phone service should be reported here; see reimbursement matrix. Schedule V may report costs for teacher and student Internet connection service fees and education provider's toll-free telephone service. Server hosting costs, long distance service, and cell phone service are non-reimbursable on Schedule V.
- Line 20. **Computer Bus Routing Software with prior approval for FY06** - Costs incurred for the purchase and maintenance of software designed to assist in "yellow school bus" routing efficiencies. Must be pre-approved annually. Computer hardware is non-reimbursable. Computer software training is non-reimbursable.
- Line 21. **Training and Travel Expense** - Costs incurred by employees on Lines 1-6 for transportation-related travel. Do not include costs for delivery of new buses, bus drivers' per diem expenses for academic field trips, extracurricular trips, etc. Employee mileage reimbursement and other employment entitlements should be shown under "other benefits." Reimbursement for travel expenses and registration fees for the Idaho Pupil Transportation Summer Conference is limited to four (4) persons; SDE regional driver or technician training workshop reimbursement is limited to six (6) persons; and any out-of-state conference and/or workshop travel reimbursement is limited to two (2) persons and must have prior written approval (except for Western States Directors or STN Conference; but not both). Workshop training materials and in-state workshop registration fees are reimbursable subject to the above limitations. Professional fees and travel expenses charged by experts in their field for training presentations are reimbursable only with prior SDE approval. Employee's salary for training attendance should be reported under salaries. Schedule V may report costs for providing education-related, face-to-face visits by representatives of the home-based public virtual school, limited to mileage costs set for state employee travel by the state board of examiners.
- Line 22. **Other** - Any other purchased services. Driver record checks are non-reimbursable as they can be obtained cost-free. Newspaper ads or large print jobs depicting route schedules, bus stops or student bus rules are non-reimbursable.

SUPPLIES -

- Line 23. **Fuel with documentation of refund** - All fuel (gasoline and/or diesel) costs for "yellow school buses" for both reimbursable and non-reimbursable trips. Includes credit card purchases when related mileage is included on Schedule C. Fuel tax refunds should be credited to the district's fuel account. Fuel in over-the-road coach buses or student vans is non-reimbursable. Submit a copy of all tax refund applications or verification of fuel supplier not invoicing for fuel taxes or proof of dyed fuel purchase for use in school buses.
- Line 24. **Fuel Tax Refund or Purchase of Dyed Fuel** – For informational purposes only. Fuel Tax refunds should be shown as a credit to the fuel account. The amount shown on this line indicates the amount of tax credits received that were credited to the fuel account on line 23 or amount of dyed fuel purchased.
- Line 25. **Oil and Lubricants** - All lubrication and oil costs for "yellow school buses." Includes credit card purchases when related mileage is included on Schedule C.
- Line 26. **Shop Materials and Parts** - All costs for replacement parts (tires, batteries, seats, engine parts, etc.) used on "yellow school buses" included on the district's annual certification/inventory report. All district owned "yellow school buses" used to transport students to and from school or on related activities should be included on the district's annual certification/inventory report.

- Line 27. **Office and Training Supplies** - Office supplies used in the transportation facility. Office equipment is not reimbursable. Supplies are things that can be "used up." Large maps, large print jobs for student rules, etc. are not reimbursable. Newspaper ads depicting route schedules and bus stop locations are non-reimbursable. VCR, TV, and other audio-visual equipment costs are not reimbursable. Training videos are non-reimbursable.
- Line 28. **Cleaning** - All costs for cleaning supplies used only in the transportation facility or for the cleaning of "yellow school buses."
- Line 29. **Coveralls/Rags, Laundry Service** - Costs for outsourcing to a laundry service that provides technicians' uniforms and rags OR costs for purchase of technicians' uniforms and rags when district provides laundry service in-house. Reimbursement is limited to either in-district OR outsource, but not both.
- Line 30. **Hand Tools** - Costs for expendable hand tools used only in the pupil transportation program. (**Expendable**, as used here, means a tool that if lost or broken would be replaced instead of repaired because it would be more cost effective.) Refer to Pupil Transportation Manual for examples of reimbursable and non-reimbursable hand tools. Limited to \$400/technician/year (\$1,200 with proof of three year amortizing).

Maintenance and operational costs on district-owned pupil transportation shop trucks and/or vehicles used to shuttle drivers to and from their remotely parked route buses during mid-day are to be reported on Schedule A, B, or V.

CAPITAL OUTLAY -

- Line 31. **Radios – Two-Way Communications** - Costs for two-way radios, other than CB radios, purchased and installed in school buses only. Purchase of base station and repeater shall not be included. Radios are the only capital outlay expenditure reimbursable other than the purchase of school buses. Lease of real property is not reimbursable. Cell phone purchase (a form of two-radio communication) is non-reimbursable. Cellular phone service plan (two per district) is reimbursable. Additional service plans may be reimbursable with prior SDE approval. Cellular telephone service shall be reported under utilities under purchased services. Schedule V may report costs for electronic and computer equipment used by the student to transmit educational material between the student and the education provider.

INSURANCE -

- Line 32. **Property Loss for Garage Structure Only** - Insurance premiums, up to \$550 maximum, paid for property loss insurance on the transportation facility only. Other insurance premium costs (injury, loss of contents, liability, etc.) are not to be included (6-927, Idaho Code).
- Line 33. **Total Costs** - Total costs of Lines 1 through 32.

MILEAGE REPORT - ALL MILEAGE ON DISTRICT-OWNED, CONTRACTED, OR COMBINATION THEREOF SHALL BE INCLUDED ON LINES 34-43. (Schedule C)

All categorized bus miles should be reconciled with annual bus mileage using fiscal year beginning and ending odometer readings as reported on the district's annual school bus inventory report.

SCHOOL BUS MILEAGE -

- Line 34. **Regular To/From School** - Miles traveled by "yellow school buses" while transporting students to and from school, including year-round schools. Miles reported should include both district and contractor mileage.

- Line 35. **Unique To/From School** - Miles traveled by "yellow school buses" while transporting students to and from special school programs, e.g., Before/After School Tutoring, Detention, Flexible Scheduling, etc. Miles reported should include both district and contractor mileage and both reimbursable and non-reimbursable mileage, e.g., IRI (before/after school) is reimbursable but Before/After School Tutoring is non-reimbursable.
- Line 36. **Field Trips** - Miles traveled by "yellow school buses" on reimbursable and non-reimbursable field trips following State Board of Education rule which reads: "approved school activities shall be those which are truly a part of the total education program (*curriculum driven, entire class and grade affected*) and occur during the regular school week and year and do not extend more than 100 miles beyond the boundaries of the state of Idaho." (See SDE Field Trip Flow Chart and Pupil Transportation Manual for examples. Non-reimbursable field trips are recreational trips, trips used as performance, rewards, picnics, etc.). Overnight and weekend trips are non-reimbursable.
- Line 37. **Extracurricular/Activities** - Non-reimbursable miles traveled by "yellow school buses" on extracurricular trips for those activities under the jurisdiction and sponsorship of the Idaho High School Activities Association and any other school activity that is scheduled and held for competition purposes (See SDE Field Trip Flow Chart and Pupil Transportation Manual for examples).
- Line 38. **Shuttle Trips** – Miles traveled by "yellow school buses" between schools for educational programs are reimbursable miles, but shuttle trips between schools for extracurricular activities or at student request are not reimbursable miles. Activity buses that take students and/or athletes home after regular school hours are non-reimbursable miles. Costs for transporting non-eligible, non-public students and non-student riders shall be calculated and reflected on Line 56.
- Line 39. **Summer Programs - Sp. Ed./Migrant Ed.** – Miles traveled by "yellow school buses" for to and from school transportation of Idaho Reading Initiative (IRI), extended school year (ESY) special education and summer migrant education programs are reimbursable. All other summer programs are non-reimbursable. Costs for transporting non-eligible, non-public students and non-student riders shall be calculated and reflected on Line 56.
- Line 40. **Non-Conforming Vehicles** - Miles transporting special needs students in non-conforming vehicles may be reimbursable, but must receive prior approval. This category may also include miles traveled to shuttle drivers to and from remotely parked route buses and miles traveled in service/maintenance vehicles used in support of yellow school buses (reported as reimbursable or non-reimbursable, whichever is to the district's advantage). Mileage on personal transportation supervisor or other transportation personnel vehicles shall not be reported on lines 34 through 43.
- Line 41. **Other** - All other "yellow school bus" miles not included in Lines 34 through 40 should be included here. Miles accumulated in moving "yellow school buses" to facilities for repair and maintenance, and test-driving miles are reimbursable. Mileage related to the leasing of district-owned "yellow school buses" (shown on the annual certification/inventory report) to private groups or other public entities shall be reported on the claim as non-reimbursable and any costs associated with the non-reimbursable miles (salaries, benefits, fuel, depreciation, etc.) shall be appropriately reported on the claim. Miles traveled by contractor-owned "yellow school buses," not associated with district's pupil transportation program, should be tracked by the contractor, but not reported on the claim.
- Line 42. **Other Student Trip Miles** - Mileage in non-conforming vehicles to transport students to and from school-sponsored activities or field trips, e.g., chartered or district-owned over-the-road coach(s) or van(s). Note: Any expenses tied to these vehicles should not be submitted for reimbursement. Technician salary and benefits, and shop utilities should be pro-rated for time spent on over-the-road coaches and vans.

Line 43. **Total Mileage** - Total reimbursable and non-reimbursable miles.

CONTRACT BUSING OPERATION (Schedule C) -

Line 44. **Reimbursable Contract** - Reimbursable costs for contractor-owned school buses and related pupil transportation service provided to the school district. (For explanations refer to your Pupil Transportation Manual.)

Line 45. **Pre-approved District Costs** – Normally all school district costs associated with the administration of the contract and contract pupil transportation operation (liaison) are non-reimbursable. However, exceptions may be allowed when necessary, significantly unique and pre-approved (case-by-case basis). Contracting districts are eligible for one district liaison contract manager's related salary and benefits. District bus assistant salaries and related costs are reimbursable when assigned consequent to an IEP and not provided by the contractor. Equitable and similar costs to district-owned operations will be the primary consideration when considering requests for reimbursement of costs above the basic contract.

Line 46. **Non-reimbursable Contract** – Non-reimbursable costs for contractor-owned school buses. Non-reimbursable costs embedded within the contract must be reported as non-reimbursable costs. (See your Pupil Transportation Manual for examples.)

Line 47. **Total Contract** - Total costs for district contracted pupil transportation services.

REIMBURSEMENT CALCULATION (Schedule C) -

Line 48. **Total Schedule A, B, or V Costs** - Enter the total transportation cost figure from Line 33.

Line 49. **Total Mileage** - Enter the total miles traveled by both contractor and/or district-owned "yellow school buses" from Line 43, Total Miles Column; do not include "Other Student Trip Miles."

Line 50. **Reimbursement Factor** - Divide Line 48 by Line 49 and enter results (to 4 decimal places).

Line 51. **Total Reimbursable Miles** - Enter total reimbursable miles from Line 43, Reimbursable Column.

Line 52. **Reimbursable Costs** - Multiply Line 51 by Line 50 and enter the results.

Line 53. **IRI Reimbursements Received** – Enter any IRI money (transportation related) received in fiscal year 2006.

Line 54. **Medicaid Transportation Reimbursements Received** – Enter any Medicaid money (transportation related) received in fiscal year 2006.

Line 55. **Other Reimbursements Received** - Enter any money received by the district for transportation service provided when mileage associated with the service provided is reported as reimbursable (see 33-1501, Idaho Code). (Examples: non-public students, district patrons or out-of-district pupils riding to-from school with eligible riders, etc.) *Fuel tax refunds should be shown as a credit to the district's fuel account and not as revenue. See Line 23 and 24. Insurance claim revenues should not be reported as revenue (related to a collision) but should be credited to the district's shop materials and parts account. See Line 69.* Revenues received for leasing of school buses to private or other public entities should not be reported here (see 33-1512, Idaho Code); however, the mileage associated with the lease or rental shall be reported as non-reimbursable.

Line 56. **Adjustments for Non-student Riders & Non-public Students** - Enter adjustment for district-absorbed costs of transporting non-public students and non-student riders on a "yellow school bus".

(Examples: parents riding to schools to serve as classroom aides, private school riders, district patrons, etc.). Ineligible students may ride existing bus runs, and to and from an eligible bus stop, on a "space available" basis provided that neither time, mileage, or other appreciable cost is added as a result of this service. *District-generated formulas used to calculate these costs should provide rational for verifying true costs of the service provided.*

- Line 57. **Adjusted Costs** - Subtract Line 53, Line 54, Line 55 and Line 56 from Line 52 and enter the results.
- Line 58. **Administrative Allowance Method** - If using Schedule B (district owned operations only), multiply Line 57 by 7.5% to calculate an administrative allowance for reimbursement and enter results.
- Line 59. **In-Lieu/Special Contract Payments** - If district pays any in-lieu and/or special contract costs, enter the total figure. In-lieu payments are made to parents for transporting their students to and from school. In-lieu payments do not include payments made to district employees for mileage or travel reimbursements (see line 21). Special contracts are payments made to any out-of-state school district for educating and transporting Idaho students. (See 33-1503, Idaho Code)
- Line 60. **Contract Busing Service Reimbursable Costs** - Enter reimbursable contract costs from Line 44.
- Line 61. **SDE Program Assessment Fee** – Enter payments made to SDE during fiscal year 2006 for pupil transportation financial review costs, pursuant to 33-1006 and 33-1513, Idaho Code.
- Line 62. **Depreciation Allowance** - Enter fiscal year 2006 school bus depreciation amount from depreciation schedule furnished by the State Department of Education School Transportation Staff. Current depreciation schedules are available for download at www.sde.state.id.us/finance/transport/forms.asp#Annual by use of a secure district password assigned to Pupil Transportation Supervisors and Superintendents.
- Line 63. **School Bus Replacement Fund Balance** - For informational purposes only. The amount shown on this line indicates the balance available from depreciation receipts and revenue (including leases) subsequent to the sale of any used school bus (see 33-1512, Idaho Code).
- Line 64. **Total Reimbursable Costs** - Add Lines 57 through 62 and enter result.
- Line 65. **Reimbursement Rate** – of approved costs (33-1006, Idaho Code).
- Line 66. **Reimbursement Claimed** - Multiply Line 64 by 85%.

ALL INFORMATION BELOW IS FOR FISCAL YEAR 2005–2006

- Line 67. **Total Number of Buses and Routes** - Total number of "yellow school buses" used in district, including spare "yellow school buses" (should correlate with annual inventory report for 2005-2006 fiscal year). Total number of a.m. routes, midday routes, and p.m. routes. A route is everything a bus does in the a.m. (a.m. route) or midday (midday route) or p.m. (p.m. route). An a.m., midday or p.m. route may be comprised of one or more a.m., midday, or p.m. runs.
- Line 68. **Total Regular and Safety-Busing Ridership** -Total number of students who ride "yellow school buses" to or from school daily. Include safety bused students in this count and then show what portion of the total is safety bused. Count each student only one time whether he or she rides one-way or both ways. Count should be the "highest average" daily ridership taken during weekly counts assigned by SDE. For purposes of home-based public virtual schools, ridership is the same as the number of pupils in average daily attendance.

- Line 69. **Collisions/Accidents** - Collisions (accidents) should be reported to the State Department of Education School Transportation staff within fifteen days following the incident. The department has two forms available for reporting collisions. Any insurance claim proceeds related to school bus repairs subsequent to a collision should be credited to the district's shop materials and parts account. Indicate whether the district carries collision insurance (not to be confused with vehicle liability insurance).
- Line 70. **Shop Vehicles** - Indicate total number of district-owned pupil transportation shop vehicles and report mileage for fiscal year 2005-2006. If the district reimburses a technician or supervisor/technician for use of a privately owned shop-type vehicle, indicate mileage related to the pupil transportation support program. See Line 40.
- Line 71. **Transportation Supervisor Vehicle** - Indicate if the district provides the pupil transportation supervisor a vehicle or if the district reimburses the supervisor mileage for use of a privately owned vehicle. Maintenance and operational costs and/or related mileage for vehicles used solely in supervisory related capacity should not be claimed on Schedule A, B, V, or C.
- Line 72. **Academic and Activity Field Trips** – Indicate number of non-reimbursable activity/athletic trips, number of reimbursable academic field trips, and number of non-reimbursable academic field trips. Enter total of all trips. Report all trips, including those taken in non-conforming vehicles; report school bus trips followed by non-conforming vehicle trips, e.g., 876/321.

ADDITIONAL INSTRUCTIONS FOR SUBMITTING THE STUDENT TRANSPORTATION REIMBURSEMENT CLAIM FORM TO THE STATE DEPARTMENT OF EDUCATION.

- Electronic reimbursement claim forms are required. Submit to LDaw@sde.idaho.gov by September 30, 2006.
- Fax Certification Report (available at www.sde.state.id.us/finance/transport/forms.asp#Annual) with Superintendent's signature to 208-334-3484 at the time the claim form is electronically submitted.
- District Owned – Total fleet miles on Annual School Bus Inventory/Odometer Report should agree to total miles (line 43) on the Student Transportation Reimbursement Claim
- Costs included on the reimbursement claim should agree to the district's year end financial report after independent audit adjustments
- Keep copies of the reports for your records
- District Owned Operations – Mail the following supporting documents related to FY06 at the time the claim form is electronically submitted:
 1. Chart of Accounts
 2. Transaction listings for accounts 100-681, 100-682, and 100-683
 3. List of pupil transportation employees, regular and substitute drivers, mechanics, supervisors, etc.
 4. List of equipment operated or maintained by pupil transportation personnel (school buses, vans, grounds vehicles, and maintenance equipment)
 5. If available, any working papers used to complete the FY06 reimbursement claim form.
- Contracted Operations – Mail the following supporting documents related to FY06 at the time the claim form is electronically submitted:
 1. Detailed FY06 accounts payable ledger showing transportation payments made to the school bus contractor, plus copies of matching invoices.
 2. If available, any working papers used to complete the FY06 reimbursement claim form.
- Home-Based Public Virtual School Operations – Mail the following supporting documents related to FY06 at the time the claim form is electronically submitted:
 1. Chart of Accounts
 2. Transaction listings for accounts used to report transportation expenses, i.e. 100-681, 100-682, and 100-683
 3. Working papers detailing miles and rate paid for expenses claimed on Line 21.
 4. If also have school bus expenses, submit requirements listed under either district-owned or contracted operations.
 5. If available, any working papers used to complete the FY06 reimbursement claim form.

Please contact us if you have questions:

- Ray Merical, Transportation Supervisor, (332-6851), RFMerical@sde.idaho.gov
- Brad Jensen, Transportation Coordinator, (332-6851), KBJensen@sde.idaho.gov
- Lanette Daw, Finance Specialist, (332-6851), LDaw@sde.idaho.gov
- Amanda Salazar, Administrative Assistant, (332-6851), ADSalazar@sde.idaho.gov

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